

MAINE TOWNSHIP TOWN BOARD
1700 Ballard Road
Park Ridge, IL 60068

AGENDA

Budget Hearing for General Town Fund and General Assistance
Tuesday, May 28, 2019
7:00 p.m.

1. Call meeting to order
2. Presentation and Approval of General Town and General Assistance Fund Budget
- Ordinance 2019-4
3. Public comment
4. Adjournment

INTEROFFICE MEMORANDUM



TO: ELECTED OFFICIALS

FROM: DAYNA BERMAN, ADMINISTRATOR

SUBJECT: 2019-20 TOWN FUND/GENERAL ASSISTANCE BUDGET

DATE: MAY 21, 2019

Please find attached the Budget & Appropriation Ordinance for 2019-20 for discussion and vote at the May 28th 2019 Board Meeting. Thank you.

**MAINE TOWNSHIP
ORDINANCE 2019-4
BUDGET & APPROPRIATION ORDINANCE FOR 2019-2020**

for MAINE TOWNSHIP located in the County of Cook, State of Illinois for the fiscal year beginning March 1, 2019 and ending February 29, 2020

Now be it Ordained by the Board of Trustees of MAINE TOWNSHIP, COUNTY OF COOK, STATE OF ILLINOIS, in meeting assembled as follows:

Section 1: That the following budget containing an estimate of receipts and expenditures for the following funds: GENERAL TOWN AND GENERAL ASSISTANCE FUND is hereby adopted as the budget of the township for the fiscal year mentioned above and shall be in full force and effect from and after this date.

GENERAL TOWN FUND	2019-20 BUDGET
BEGINNING BALANCE	\$7,545,682
ESTIMATED REVENUES	
Property Tax	\$4,060,000
Replacement Tax	\$67,653
Interest Income	\$22,208
MaineStay Fees	\$24,656
Senior Programs	\$3,554
MaineStreamers	\$365,142
Yard Stickers and Rebates	\$12,402
Postage	\$4,184
Garage Sale	\$4,351
Transportation Fees	\$1,417
Passport Fees	\$71,124
Food Pantry Cash Donations	\$51,265
Vehicle Sticker Fees	\$165
Other Income	\$7,290
TOTAL ESTIMATED REVENUES	<u>\$4,695,411</u>
TOTAL ESTIMATED FUNDS AVAILABLE	<u><u>\$12,241,093</u></u>
BUDGETED EXPENDITURES	
Administration	\$2,180,000
Assessor	\$360,464
Clerk	\$234,019
Emergency Management	\$16,969
MaineStay Youth and Family Services	\$642,930
Senior and Adult Services	\$792,968
Mental Health/Community Services	\$442,740
TOTAL ESTIMATED EXPENDITURES	<u>\$4,670,090</u>
ENDING BALANCE	\$7,571,003

ADMINISTRATION

PERSONNEL

Salaries/Employees	\$639,558
Salaries/Elected Officials	\$187,650
IDES	\$1
Social Security	\$63,000
Municipal Retirement Fund	\$62,000
Health Insurance	\$368,363
Dental Ins.	\$17,671
Life Ins.	\$2,426
Tuition Reimbursement	\$1
TOTAL PERSONNEL	<u>\$1,340,670</u>

CONTRACTUAL SERVICES

Accounting Services	\$37,212
Building-Grounds Maintenance	\$21,196
Community Information-Support	\$42,493
Conferences-Meetings	\$822
Dues-Subscriptions	\$4,008
Web Site/Email Host	\$16,384
Equipment Leasing-Maintenance	\$19,659
Computer Tech Support	\$6,240
Print Management	\$3,842
General Insurance-Liability-Bond	\$65,100
Legal Services	\$100,000
Mileage-Travel-Lodging Expense	\$947
Police Protection	\$49,800
Postage	\$28,901
Printing-Publishing	\$32,174
Special Programs	\$2,394
Staff Training	\$325
Telecommunications	\$23,063
Transportation/MaineLines	\$4,565
Utilities	\$25,399
TOTAL CONTRACTUAL SERVICES	<u>\$484,524</u>

COMMODITIES

Miscellaneous	\$66
Office Supplies/Small Equipment	\$12,178
Operating Supplies-Maintenance	\$9,236
TOTAL COMMODITIES	<u>\$21,480</u>

OTHER EXPENDITURES

Code Enforcement Expense	\$766
Neighborhood Watch	\$2,240
Food Pantry	\$15,278
Plan Commission	\$1
Maine Township Recovery Connections	\$45,705
Vehicle Expense	\$2,408
TOTAL OTHER EXPENDITURES	<u>\$66,398</u>

CAPITAL OUTLAY

Building	\$1,053
Equipment Purchase	\$5,875
Capital Fund Account*	\$250,000

TOTAL CAPITAL OUTLAY	<u>\$256,928</u>
CONTINGENCIES	\$10,000
TOTAL ADMINISTRATION	<u>\$2,180,000</u>

ASSESSOR

PERSONNEL

Salaries	\$196,228
Social Security	\$14,355
Life Ins.	\$500
Dental	\$5,022
Municipal Retirement Fund	\$17,584
Health Insurance	<u>\$121,451</u>
TOTAL PERSONNEL	\$355,140

CONTRACTUAL SERVICES

Conferences-Meetings	\$848
Cook County Assessor Tie-in	\$1,025
Dues-Subscriptions	\$452
Equipment Leasing-Maintenance	\$1
Mileage-Travel-Lodging Expense	\$1,200
Postage	\$400
Printing-Publishing	\$397
Sidwell Maps	\$707
Staff Training	<u>\$116</u>
TOTAL CONTRACTUAL SERVICES	\$5,146

COMMODITIES

Miscellaneous	\$177
Office Supplies/Small Equipment	<u>\$1</u>
TOTAL COMMODITIES	\$178

TOTAL ASSESSOR	<u>\$360,464</u>
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CLERK

PERSONNEL

Salaries	\$137,000
Social Sec.	\$10,500
Municipal Retirement Fund	\$14,500
Health Ins	\$47,081
Dental Ins	\$2,093
Life Ins.	\$344
TOTAL PERSONNEL	<u>\$211,518</u>

CONTRACTUAL SERVICES

Conferences-Meetings	\$145
Dues-Subscriptions	\$313
Print Management	\$2,642
General Insurance-Liability-Bond	\$1
Mileage-Travel-Lodging Expense	\$10
Honor Flight	\$1,000
Postage	\$10,792
Printing-Publishing	\$448
Computer Tech Support	\$6,240
Staff Training	\$25
TOTAL CONTRACTUAL SERVICES	<u>\$21,616</u>

COMMODITIES

Miscellaneous	\$79
Office Supplies/Small Equipment	\$806
TOTAL COMMODITIES	<u>\$885</u>

TOTAL FOR CLERK'S OFFICE	<u>\$234,019</u>
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OFFICE OF EMERGENCY MANAGEMENT

PERSONNEL

Salaries	\$6,000
Soc. Sec	\$500
Uniforms	\$1
TOTAL PERSONNEL	<u>\$6,501</u>

CONTRACTUAL SERVICES

Conferences/Meetings	\$71
Dues/Subscriptions	\$1
Equipment Leasing	\$170
Citizen Corps Program	\$1
Utilities	\$3,754
Computer Tech Support	\$1
Postage	\$1
Printing/Publishing	\$1
Special Programs	\$1
Special Events	\$96
Telecommunications	\$3,166
Staff Training	\$1
TOTAL CONTRACTUAL SERVICES	<u>\$7,264</u>

COMMODITIES

Miscellaneous	\$1
Office Supplies/Small equipment	\$22
Operating Supplies	\$82
Disaster Operations Supplies	\$323
TOTAL COMMODITIES	<u>\$428</u>

OTHER EXPENDITURES

Volunteer Insurance	\$581
Vehicle Expense	\$1,800
TOTAL OTHER EXPENDITURES	<u>\$2,381</u>

CAPITAL OUTLAY

Building	\$395
TOTAL CAPITAL OUTLAY	<u>\$395</u>

TOTAL FOR OFFICE OF EMERGENCY MANAGEMENT	<u>\$16,969</u>
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MAINESTAY YOUTH AND FAMILY SERVICES

PERSONNEL

Salaries	\$356,000
Social Sec.	\$28,000
Municipal Retirement Fund	\$38,000
Health Ins.	\$169,046
Dental Ins.	\$5,530
Life Ins.	\$1,203
TOTAL PERSONNEL	<u>\$597,779</u>

CONTRACTUAL SERVICES

Community Education	\$101
Summer Youth Camp	\$9,948
Garage Sale	\$430
Conferences-Meetings	\$610
Dues-Subscriptions/Licensures	\$1,866
Print Management	\$2,642
General Insurance-Liability-Bond	\$1,150
Mileage-Travel-Lodging Expense	\$1,608
Postage	\$431
Printing-Publishing	\$1,383
Special Programs	\$9,515
Computer Tech Support	\$6,240
Consultation/Staff Training	\$1,960
TOTAL CONTRACTUAL SERVICES	<u>\$37,884</u>

COMMODITIES

Training Manuals/Books	\$288
Miscellaneous	\$41
Office Supplies/Small Equipment	\$3,974
TOTAL COMMODITIES	<u>\$4,303</u>

OTHER EXPENDITURES

Youth Recreation Fund	\$2,964
TOTAL OTHER EXPENDITURES	<u>\$2,964</u>

TOTAL MAINESTAY YOUTH AND FAMILY SERVICES	<u>\$642,930</u>
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SENIOR AND ADULT SERVICES

PERSONNEL

Salaries	\$282,000
Social Sec.	\$21,500
Municipal Retirement Fund	\$28,800
Health Ins.	\$111,802
Dental Ins.	\$2,171
Life Ins.	\$861
TOTAL PERSONNEL	\$447,134

CONTRACTUAL SERVICES

Conferences-Meetings	\$387
Dues-Subscriptions	\$125
Mileage-Travel-Lodging Expense	\$1
Postage	\$11,209
Printing-Publishing	\$10,830
Special Programs	\$6,783
Computer Tech Support	\$6,240
Print Management	\$2,942
Training	\$0
Telecommunications	\$35
MaineStreamers	\$304,456
TOTAL CONTRACTUAL SERVICES	\$343,008

COMMODITIES

Office Supplies/Small Equipment	\$2,826
TOTAL COMMODITIES	\$2,826

TOTAL FOR SENIOR AND ADULT SERVICES	\$792,968
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Mental Health/Community Services	\$442,740
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TOTAL TOWN FUND	\$4,670,090
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GENERAL ASSISTANCE FUND

BEGINNING BALANCE	\$2,499,459
ESTIMATED REVENUES	
Property Tax	\$600,000
Social Security Reimbursement	\$10,813
Interest Income	\$6,010
Energy Assistance Revenue	\$21,066
TOTAL ESTIMATED REVENUES	<u>\$637,889</u>
TOTAL ESTIMATED FUNDS AVAILABLE	<u>\$3,137,348</u>
BUDGETED EXPENDITURES	
Administration	\$500,874
Home Relief	\$141,878
TOTAL ESTIMATE EXPENDITURES	<u>\$642,752</u>
ENDING BALANCE	\$2,494,596

ADMINISTRATION

PERSONNEL	
Salaries	\$291,000
IDES	\$1
Social Security	\$22,000
Municipal Retirement Fund	\$31,000
Health Insurance	\$83,482
Dental Ins.	\$4,000
Life Ins.	\$900
Tuition Reimbursement	\$1
TOTAL PERSONNEL	<u>\$432,384</u>

CONTRACTUAL SERVICES

Conferences-Meetings	\$340
Accounting Services	\$8,871
Dues-Subscriptions	\$50
Print Management	\$4,443
General Insurance-Liability-Bond	\$7,645
Hearing Officer	\$1
Legal Services	\$1
Mileage-Travel-Lodging Expense	\$885
Postage	\$3,475
Printing-Publishing	\$628
Computer Tech Support	\$6,240
Staff Training	\$389
TOTAL CONTRACTUAL SERVICES	<u>\$32,968</u>

COMMODITIES	
Miscellaneous	\$1
Office Supplies/Sm. Equipment	\$2,230
Operating Supplies-Maintenance	\$941
TOTAL COMMODITIES	<u>\$3,172</u>

CAPITAL OUTLAY	
Computer Software Development	\$2,350
TOTAL CAPITAL OUTLAY	<u>\$2,350</u>

Contingencies	\$30,000
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TOTAL ADMINISTRATION	<u>\$500,874</u>
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HOME RELIEF

CONTRACTUAL SERVICES	
Medical Services	\$12
Ambulance-Paramedic Service	\$1
Client Utilities	\$7,569
Dental Services	\$1
Emergency Assistance Program	\$1,150
Food/Person. Essentials	\$42,555
Funeral and Burial Services	\$1
Client Health Insurance	\$1
Prescription Drugs	\$1,157
Catostr. Med. Insurance	\$4,080
Shelter-Rent	\$64,281
TOTAL CONTRACTUAL SERVICES	<u>\$120,808</u>

COMMODITIES	
Transport/Clothing	\$21,069
Transient	\$1
TOTAL COMMODITIES	<u>\$21,070</u>

TOTAL HOME RELIEF	<u>\$141,878</u>
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TOTAL GENERAL ASSISTANCE FUND	<u>\$642,752</u>
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Section 2: That there is hereby appointed for township purposes:

FOR FISCAL YEAR ENDING FEBRUARY 29, 2020

BY FUND

	Budget
1. GENERAL TOWN FUND	\$4,670,090
2. GENERAL ASSISTANCE FUND	\$642,752
TOTAL APPROPRIATIONS	<u>\$5,312,842</u>

Section 3: That each total is divided among the several objects and purposes specified and in particular amounts stated for each fund respectfully in Section 1 and Section 2 constituting the total appropriations & ending balance the amount of five million three hundred and twelve thousand eight hundred and forty two (\$5,312,842) for the fiscal year March 1, 2019 to February 29, 2020 and that Section 3 shall be and is the annual Appropriation Ordinance of this Township, passed by the Board of Trustees as required by law and shall be in full force effect from and after this date.

Section 4: A certified copy of the Budget & Appropriation Ordinance must be filed with the County Clerk within 30 days after adoption.

Adopted in a meeting assembled on May 28, 2019 by the Board of Trustees of the Town of Maine in the County of Cook, State of Illinois pursuant to a roll call vote as follows:

Ayes: _____

Nays: _____

Absent: _____

Trustees

Township Clerk

Supervisor

*BY FUND	
1.GENERAL TOWN FUND	\$4,679,090
PRIOR YEAR CAPITAL FUND ACCOUNT INCLUDED IN 2020	-\$250,000
ADJUSTED GENERAL TOWN FUND	\$4,420,090
2. GENERAL ASSISTANCE FUND	\$642,752
TOTAL ADJUSTED APPROPRIATIONS	<u><u>\$5,062,842</u></u>

CAPITAL FUND ACCOUNT FOR \$250,000 WAS BUDGETED IN 2019, BUT WAS NOT SPENT. THEREFORE, THE \$250,000 IS INCLUDED IN THE 2020 BUDGET. THE ABOVE SHOWS AN ADJUSTED GENERAL TOWN FUND REMOVING THE PRIOR YEAR AMOUNT SO IT DOES NOT APPEAR LIKE THE TOWNSHIP IS BUDGETING ANOTHER \$250,000 IN THE CAPITAL FUND ACCOUNT.



Peter Gialamas

Clerk

Supervisor
Laura J. Morask

Clerk
Peter Gialamas

Assessor
Susan Moylan Krey

Highway Commissioner
Walter Kazmierczak

Trustees
Kimberly Jones
David A. Carrabotta, Esq.
Claire R. McKenzie
Susan Kelly Sweeney

General Offices
1700 Ballard Road
Park Ridge, Illinois 60068
847-297-2510
847-297-1335 Fax

Highway Department
1401 Redeker Road
Des Plaines, Illinois 60016
847-297-5225
847-297-8723 Fax

**CERTIFICATION OF ADOPTION OF MAINE TOWNSHIP GENERAL
TOWN FUND AND GENERAL ASSISTANCE
BUDGET AND APPROPRIATION ORDINANCE**

May 28, 2019

CERTIFICATE

I, Peter Gialamas, being the duly elected Clerk of the Town of Maine in the County of Cook, State of Illinois, do hereby certify that I am the keeper of the books and records of the aforesaid Town, and that the attached is a correct and complete copy of the Ordinance 2019-4 of the Board meeting duly convened and held on the 28th day of May, 2019.

Town Clerk

SEAL